

NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>

**TITLE 5 EXCEPTED
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 18-287T OPENING DATE: 15 Jun 2018 CLOSING DATE: 29 Jun 2018

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Auditor(2 positions), GS-0511-09/11/12, T5144000

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

52,229.00-\$98,464.00 PA

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

US Property and Fiscal Office (USP&FO), PHOENIX, AZ

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This is a National Guard Title 5 Excepted Service position and is **Open to all US Citizens** Individual selected will receive a Permanent Appointment subject to the completion of a one year trial period.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.

VETERAN'S PREFERENCE:

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

REQUIRED DOCUMENTATION:

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume.

Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EDUCATION: 1. Degree: Accounting; or a degree in a related field such as business administration, finance, or public administration that included - or - was supplemented by 24 semester hours in accounting. The 24 hours may include up to six hours of credit in business law.

OR

2. Combination of Education and Experience: At least four years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include one of the following:

1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to six hours of business law

2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination;

3. Completion of the requirements for a degree that included substantial course work in accounting or auditing. For example, completed 15 semester hours, however, the school course work does not fully satisfy the 24-semester-hour degree requirement as defined above in Paragraph One, provided that:

(a) The applicant successfully worked at the full-performance level in accounting, auditing, or a related field for example, valuation engineering or financial institution examining

(b) A panel of at least two higher level professional accountants or auditors determined that the applicant demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and advancement levels that are normally associated with successful completion of the four-year course of study described above in Paragraph One; and

(c) Except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements. AS A GENERAL RULE, ONE QUARTER COLLEGE CREDIT HOUR EQUALS .67 SEMESTER COLLEGE CREDIT HOUR.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

CONDITIONS OF EMPLOYMENT:

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

REASONABLE ACCOMMODATION POLICY:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job

opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Relocation Incentive may be offered:

YES ☐

NO ☒

PCS may be offered:

YES ☐

NO ☒

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

1. Professional knowledge of accounting and auditing concepts, practices, techniques and Comptroller General Standards in order to perform audit assignments, using the most advanced audit techniques.

2. Ability to plan the audit, gather, organize and evaluate data in complex areas and separate the essential from the non-essential.

3. Skill in assessing the degree to which program goals are met and to develop findings/reports that clearly identify operational problems and required corrective action.

4. Knowledge of applicable laws and NGB policy, regulations, and guidelines to ensure that audit coverage is appropriate to meet established audit objectives.

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

SPECIALIZED EXPERIENCE: GS-09- At least, **level one certification** awarded before final approval and appointment is processed to the GS-0511-09 Position. Must have at least 12 months of finance or auditor experiences and present a full range of competencies that demonstrated the capabilities to apply auditing program principles and procedures. Must have the competency to perform financial audits that included financial statements and financial related audits.

GS-11 - At least **level one certification** awarded before final approval and appointment is processed to the GS-0511-11 position. Candidate must have at least 24 months of auditing experiences and competencies that provided knowledge of auditing principles and procedures. Candidate must have an excellent understanding of the basic principles and concepts of the National Guard audit business program requirements.

GS-0511-12 - At least financial management **level one certification** awarded before final approval and appointment. Candidate must have at least 36 months of financial audit and/or performance audit experiences that led to objective and systematic examinations and resulted in independent assessments

of the National Guard unit's performance, efficiency, organization, program, activity or function. As a condition of continued employment in the GS-0511-12, the employee must complete the higher financial management level two certification within 24 months of appointment to the position.

BRIEF JOB DESCRIPTION: Perform audits on a variety of programs and to assess efficiency, effectiveness and compliance with program laws, regulations, and provisions. Provides performance feedback to team members regarding weaknesses and approaches to fact-finding.

Audits projects without precedent or of such a nature as to require original assessment and considerable judgment to develop an audit plan and devise detailed fact-finding techniques. Audit projects may include financial audits that require extensive cost and price analysis techniques. Audit assignments are typically of an on-going nature, cross organizational or functional lines (e.g., ANG and ARNG Contract Administration, ANG and ARNG Fiscal Accounting Activities, etc.) and are of such scope that they may require a team of auditors. Studies available background material to gain program information and discover leads. Typically, material includes very broad government and/or GAO guidelines or policy statements that require an in-depth knowledge and interpretation of government auditing principles. Prepares an audit program based on the use of appropriate advanced audit techniques. Conducts entrance conferences with management officials at the audit site. Explains the purpose and procedures for the audit and answers any questions. Performs survey work to identify potential operating/financial management problems. Reviews operating procedures and management practices of the activity. Prepares audit lead sheets to identify potential weaknesses in internal controls. Documents survey results in accordance with Comptroller General Standards.

Accomplishes audit steps in concert with Comptroller General Standards and a variety of audit techniques (e.g., interviews, computer assisted, statistical analysis and questionnaires) in gathering, documenting and summarizing data. Prepares working papers and files in accordance with Comptroller General Standards. Prepares audit reports that present findings, identify causative situations and recommend corrective action. Follows up with discussion of findings with activity level officials. Persuades command level officials of the value of the recommendations with implementation as the ultimate objective and outcome. Performs audit follow-up on agreed-to findings, recommendations and monetary benefits made during the previous audit. Reports to the command on the status of corrective actions taken by functional activities. Provides unscheduled, quick reaction troubleshooting capabilities to the command to prevent or correct serious, high-profile problems.

SELECTING OFFICIAL: Mr. J. Wendell Orr
